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Management Information Systems Syllabi

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2018

## 220-04-05 Management of Information Technology

Mark Sena

*Xavier University*

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### Recommended Citation

Sena, Mark, "220-04-05 Management of Information Technology" (2018). *Management Information Systems Syllabi*. 382.

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# Course Syllabus

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## INFO 220 – MANAGEMENT OF INFORMATION TECHNOLOGY

**INSTRUCTOR:** Mark Sena, Ph. D.**OFFICE:** Smith 203**E-MAIL** sena@xavier.edu  
(mailto:sena@xavier.edu)**WEB SITE:** canvas.xavier.edu  
(http://canvas.xavier.edu/)**OFFICE HOURS:** Tues/Thurs 10-1130  
Thurs 5-6  
Please email prior to office visit**TELEPHONE:** 745-3296

**TEXTS:** The following books are recommended as reference to support class lessons. These books are available for free online via Xavier's library web site. You may click directly on these links while using a computer on campus but will need to login if you are off campus.

1. [Excel 2016 In Depth by Bill Jelen](http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9780134386898) (http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9780134386898)
2. [Access 2016 for Dummies by Laurie Ulrich Fuller; Ken Cook](http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9781119083108) (http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9781119083108)
3. [Excel VBA for Dummies by John Walkenbach](http://proquest.safaribooksonline.com/book/programming/vba/9781119077398) (http://proquest.safaribooksonline.com/book/programming/vba/9781119077398)

There will be additional reference content linked from the course home page in Canvas.



**DESCRIPTION:** This course will enable students to become proficient at using software to solve business problems.

**Prerequisite:** INFO120



**WILLIAMS COLLEGE OF BUSINESS MISSION:** "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."



### **COURSE OBJECTIVES\*:**

INFO 220 supports the Critical Thinking learning objectives of the WCB Core Curriculum and introduces each of the Information Systems major program learning objectives.

Specific course objectives include:

1. To develop spreadsheet applications to analyze data and solve business problems.
2. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
3. To develop skills in various business productivity software.
4. To critically examine ethical issues related to the impact of technology on organizations and society.



### **BACKGROUND REQUIREMENTS**



**Prerequisites (INFO120):** It is assumed that students have a working knowledge of basic Internet, Windows, Excel, Word, and Powerpoint skills. Students are expected to have all Excel skills learned in INFO 120.



### **CLASS POLICIES**



- Assignments are to be submitted by the due date or you will lose points (10% every day late until the 5<sup>th</sup> day, after the 5<sup>th</sup> day the assignment will receive a maximum of 50%). Due dates, including late work deadlines will be indicated on the course home page. It is the students responsibility to keep track of all due dates.
- INFO 220 has a zero tolerance for academic dishonesty. If two files are deemed to be partially copied from another student, both students will receive a score of zero for that assignment. A second infraction

will result in an F grade for the course.

- Attendance is strictly required for INFO 220.

## **DISABILITY SERVICES**

It is my goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, as soon as possible as accommodations are not retroactive."



## **EVALUATION**










| <b>Assignments</b>                                    | <b>Grade %</b> |
|---|----------------|
| Projects: Excel (2), VBA, Access, Ethics Presentation | 45%            |
| Skills Tests (4)                                      | 40%            |
| Final Project   | 10%            |
| Attendance and Participation (In class assignments)   | 5%             |










| <b>Grade Distribution</b> |    |
|---------------------------|----|
| 93 – 100                  | A  |
| 90-92.9                   | A- |
| 87-89.9                   | B+ |
| 83-86.9                   | B  |
| 80-82.9                   | B- |
|                           |    |

|          |    |
|----------|----|
| 77-79.9  | C+ |
| 73-76.9  | C  |
| 70-72.9  | C- |
| 67-69.9  | D+ |
| 60-66.9  | D  |
| Below 60 | F  |

## Course Summary:

| Date             | Details  |                |
|------------------|--|----------------|
| Mon Sep 11, 2017 |  <a href="#">Excel Assignment 1</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235605">https://canvas.xavier.edu/courses/33322/assignments/235605</a> )                          | due by 11:59pm |
| Mon Sep 18, 2017 |  <a href="#">Excel Assignment 2</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235606">https://canvas.xavier.edu/courses/33322/assignments/235606</a> )                        | due by 11:59pm |
| Mon Sep 25, 2017 |  <a href="#">Excel Assignment 3 - Pivot Tables</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235607">https://canvas.xavier.edu/courses/33322/assignments/235607</a> )         | due by 11:59pm |
| Mon Oct 2, 2017  |  <a href="#">Excel Assignment 4 Macros</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235608">https://canvas.xavier.edu/courses/33322/assignments/235608</a> )                 | due by 11:59pm |
| Wed Oct 4, 2017  |  <a href="#">VBA Coding</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235613">https://canvas.xavier.edu/courses/33322/assignments/235613</a> )                                | due by 11:59pm |
| Wed Oct 25, 2017 |  <a href="#">Access Assignment 1 - Payroll</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235600">https://canvas.xavier.edu/courses/33322/assignments/235600</a> )             | due by 11:59pm |
| Wed Nov 1, 2017  |  <a href="#">Access Assignment 2: Working with Queries</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235601">https://canvas.xavier.edu/courses/33322/assignments/235601</a> ) | due by 11:59pm |
| Mon Nov 6, 2017  |  <a href="#">Access Assignment 3: Roommate Matching</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235602">https://canvas.xavier.edu/courses/33322/assignments/235602</a> )    | due by 11:59pm |
| Mon Nov 20, 2017 |  <a href="#">Web Development Part 1</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235614">https://canvas.xavier.edu/courses/33322/assignments/235614</a> )                    | due by 11:59pm |

| Date             | Details  |                |
|------------------|--|----------------|
| Wed Nov 29, 2017 |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235615">Web Development Part 2</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235615">https://canvas.xavier.edu/courses/33322/assignments/235615</a> ) | due by 11:59pm |
| Fri Dec 1, 2017  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235611">In class assignments</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235611">https://canvas.xavier.edu/courses/33322/assignments/235611</a> )   | due by 11:59pm |
| Mon Dec 4, 2017  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235612">Quickbooks</a><br>( <a href="https://canvas.xavier.edu/courses/33322/assignments/235612">https://canvas.xavier.edu/courses/33322/assignments/235612</a> )             | due by 11:59pm |
|                  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235603">Access Skills Test</a> ( <a href="https://canvas.xavier.edu/courses/33322/assignments/235603">https://canvas.xavier.edu/courses/33322/assignments/235603</a> )        |                |
|                  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235604">Ethics Project</a> ( <a href="https://canvas.xavier.edu/courses/33322/assignments/235604">https://canvas.xavier.edu/courses/33322/assignments/235604</a> )            |                |
|                  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235609">Excel Skills Test</a> ( <a href="https://canvas.xavier.edu/courses/33322/assignments/235609">https://canvas.xavier.edu/courses/33322/assignments/235609</a> )         |                |
|                  |  <a href="https://canvas.xavier.edu/courses/33322/assignments/235610">Final Project</a> ( <a href="https://canvas.xavier.edu/courses/33322/assignments/235610">https://canvas.xavier.edu/courses/33322/assignments/235610</a> )             |                |